

STANTON/WILMINGTON CAMPUS

DEPARTMENT: Department of Business Technologies

PROGRAM REQUIREMENTS SHEET

NAME: _____

SSN: _____

RDG 120, Critical Reading and Thinking, will be a required course unless the student attains a specific minimum score on the College Placement Test.

Curriculum: Office Administration (OATAASOAT)

Effective: 2010--51

COURSE NUMBER AND TITLE	C L	L	CR	SEMESTER		G R A D E	MINIMUM PREREQUISITES
				Semesters Offered by Course Type	Semester Compl'd		
FIRST SEMESTER							
RDG 120 College Reading	3	0	3	F/Sp/S			ENG 051, RDG 051
ENG 121 Composition	3	0	3	F/Sp/S			ENG 051, RDG 051
BUS 101 Introduction to Business	3	0	3	F/Sp/S (class &OL)			ENG 051, RDG 051
OAT 121 Keyboarding	3	2	4	F/Sp			ENG 005, MAT005, RDG 005
CSM 101 Intro to Customer Service	3	0	3	F (OL)			ENG 051, RDG 051
MAT 153 College Math & Statistics	4	0	4	F/Sp/S			MAT 015
or MAT 155 Mathematics of Finance	3	0	3	Fall/Sp/Sum			MAT 015
TOTAL			16/17				
SECOND SEMESTER							
ENG 122 Technical Writing	3	0	3	F/Sp/S			ENG 121
OAT 122 Keyboarding Applications	3	2	4	Sp (class)			OAT 121
OAT 157 MS Word Level I	2	2	3	Sp (class)			OAT 121
OAT 151 MS Access Level I	2	2	3	Sp (class)			OAT 121
PSY 121 Psychology	3	0	3	F/Sp/S			ENG 051, RDG 051
or SOC 111 Sociology	3	0	3	F/Sp/S			ENG 051, RDG 051
TOTAL			16				
THIRD SEMESTER							
OAT 158 MS Word Level II	2	2	3	F (class)			OAT 157
OAT 159 MS Power Point	3	0	3	F (class)			ENG 051, RDG 051
OAT 131 Office Sys & Procedures	3	1	3	F (class)			ENG 121, OAT 121
OAT 152 MS Excel	2	2	3	F(class) ,F/Sp (OL)			
OAT 170 Intro to the Legal System	3	0	3	F (class)			ENG 005, RDG 005
TOTAL			15				
FOURTH SEMESTER							
OAT 132 Referenc'g & Transcrp'n	3	1	3	Sp (class)			ENG 051, OAT 121, RDG 051
ACC 100 Introduction to Accounting	3	1	3	Sp (class)			MAT 015, RDG 015
OAT 240 Integrated Business Apps.	2	2	3	Sp (class)			OAT 151, OAT152, OAT 157, OAT 159
OAT 242 Desktop Publishing	3	2	4	F/Sp (OL)			OAT 121
COM 111 Human Communications	3	0	3	F/Sp (class)			ENG 051, RDG 051
or ECO 111 Macroeconomics	3	0	3	F/Sp/S			ENG 051, RDG 051
TOTAL	1	4	16				
GRAND TOTAL			63/64				